

Solicitation Number: (05-0001-34)

Program Assistant Support Service to the Office of Naval Research for the Industrial and Corporate Programs Department, Code 36

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 Technical, Programmatic and Engineering Support Services are due by 2:00 PM (local), 3 October 2005.

1.0 Background

The Office of Naval Research [ONR], Industrial and Corporate Programs Department [ONR 36], Product Innovations Division [ONR 362] located in Philadelphia PA, identifies and facilitates initiatives that integrate organic science and technology [S&T] developments and the industrial base to improve life cycle affordability for naval systems, accelerate transitions of S&T developments to acquisition programs and operating forces, and to support and enhance national and economic security. ONR 362 manages several Navy-wide and DoD sponsored programs including: Science and Technical Information Program (STIP); Independent Research & Development (IR & D); Navy Acquisition, Research and Development Information Center (NARDIC); Naval Potential Contractor Program (NPCP); Technology Transfer; Cooperative Research and Development Agreements; Patent License Agreements; and, Military/Commercial Technology Transfer Program. These programs work with industry and academia from the earliest stages of research to maintain essential industrial and organic S&T infrastructure, and to develop innovative processes to accelerate technology transitions and transfers to engineering and manufacturing development.

2.0 Statement of Work

2.1 Objective

The program officer seeks program assistant support for ONR code 362 as described in 2.2 and 2.3.

2.2 Scope

The scope of the work to be performed under this effort includes:

2.2.1 Assist Naval Research Enterprise (NRE) Office of Research and Technology Application (ORTA) and other Navy Commands in their responsibilities to report Technology Transfer Agreements [e.g., CRADAs, Patent Licenses, etc.] to the Department of Defense through the Navy version of the Defense Technology Transfer Information System [DTTIS] database.

2.2.2 Assist ONR 362 in collecting, validating, maintaining, editing and preparing data for uploading to the Defense Technology Information Center [DTIC] database referred to as the Defense Technology Transfer Information System [DTTIS] in a format acceptable to DTIC.

2.2.3 Assist ONR 362 in collecting, validating, maintaining, editing, preparing and publishing data regarding U.S. Navy technology transfer agreements [CRADAs] for annual reports to Congress required under DODI 5535.8 and or DODD 5535.3, Titled: DoD Technology Transfer (T2) Program and DoD Domestic Technology Transfer (T2) Program respectively.

2.2.4 Assist ONR 362 by developing presentation material and statistical data for use in high level presentations concerning the scope and depth and execution of Navy's Technology Transfer program.

2.3 Technical Tasks/Requirements

2.3.1 CRADA Database:

2.3.1.1 Maintain the ONR Lotus Notes Cooperative Research and Development Agreement [CRADA] database.

- 2.3.1.2 Provide user support and technical training to ONR and Navy laboratories.
- 2.3.1.3 Maintain Naval Research Enterprise [NRE] Office of Research and Technology Applications [ORTA] and other critical point of contact information.
- 2.3.1.4 Develop new data views and reports from the data collected.
- 2.3.1.5 Monitor data for consistency.
- 2.3.1.6 Contact laboratory and ONR personnel to resolve any duplicate or questionable entries found during review and monitoring.
- 2.3.2 ONR/DTTIS Technology Transfer Data Database:
 - 2.3.2.1 Maintain the Lotus Notes Technology Transfer database and Technology Transfer Presentations Database.
 - 2.3.2.2 Provide updates to the Defense Technical Information Center [DTIC] using data extracted from the Technology Transfer database.
 - 2.3.2.3 Distribute monthly expiration notices, and critical missing data notices to Navy Laboratories
 - 2.3.2.4 Provide user level support.
 - 2.3.2.5 Monitor data for consistency.
 - 2.3.2.6 Remain cognizant of changing DoD requirements or data definitions / dictionaries/ validation requirements and implement system changes or process resolutions to accommodate changing requirements or to assure data integrity.
 - 2.3.2.7 Inform and instruct users and ONR on process or data element changes to ensure the database is loaded with information that is responsive to DoD requirements.
- 2.3.3 Other tasks:
 - 2.3.3.1 Install and maintain software and hardware.
 - 2.3.3.2 Perform regular maintenance and upgrades to Government-Owned servers or other system hardware.
 - 2.3.3.3 Maintain existing CRADA and DTTIS web base systems.
 - 2.3.3.4 Perform database management and develop and implement system and web design changes to maintain functionality and accessibility of the databases to all users.
 - 2.3.3.5 Perform regular backups of system and data files and maintain system security to ensure database integrity and availability.
- 2.3.4 Utilize appropriate software to refine processes and data used to prepare charts and graphs included in the end of fiscal year reports.
- 2.3.5 Maintain regular electronic backups of system and data files.
- 2.4 Reports Data and Other Deliverables

Annual U.S. Navy technology transfer agreements [CRADAs] report to OSD for inclusion in report to Congress required under DODI 5535.8 and or DODD 5535.3, Titled: DoD Technology Transfer (T2) Program and DoD Domestic Technology Transfer (T2) Program respectively.

As required by ONR 362, develop presentation material and statistical data for use in high level presentations concerning the scope and depth and execution of Navy's Technology Transfer program.

As required by ONR 362, develop training aids and material in appropriate web based forms or electronic documents suitable for intended audiences such as: ORTAs, ONR 362 staff.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 Offered personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel, PowerPoint, and Lotus Notes and associated software suites.

3.1.2 Program Assistant: A Bachelor's degree from an accredited college or university or at least 5 years of experience in a related S&T discipline or Program Area. The candidate should have excellent skills in analytical and evaluative techniques to identify, consider, and resolve issues or problems of both procedural and factual matters. Candidate should have demonstrated competence in qualitative and quantitative analytical evaluations and techniques commensurate with the need to program and manage databases with multiple users and external reporting requirements. The candidate should have the ability to effectively communicate verbally and in writing.

The candidate should be versatile in designing and implementing web based applications and particularly in using, administering and programming in Lotus Notes databases and applications.

3.2 Level of Effort

3.2.1 A twelve-month base period with four 12-month options has been estimated for the proposed contract. The estimated level of effort for performance of the statement of work is approximately: 624 hours in the Base Year; 624 hours in Optional Year 1; 624 hours in Optional Year 2; 624 hours in Optional Year 3; and, 624 hours in Optional Year 4. (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The level of effort anticipated for this period is approximately .3 man-years at an average rate of approximately 52 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Assistant	624

3.2.3 Option Periods: The level of effort anticipated for this period is approximately .3 man-years at an average rate of approximately 52 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Assistant	624

3.2.4 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort

proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

NOTE: Usually 2,080 hours is equivalent to one (1) man-year.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of 12 months from time of award with four one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of individual items (other than consumable materials or supplies) exceeding \$1,000 and all travel requiring an overnight stay [regardless of estimated cost] must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$5,000 per year.

4.3.1 Travel and Per Diem Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will normally be performed at the Contractor's facilities.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1 and Government-owned server noted in 2.3.3.2 and Government-owned client licenses, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 JAN 2006. ONR CODE 362 Philadelphia has already converted to NMCI. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties,

ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

The Government will furnish and/or make available a government-owned server and Government-owned client licenses. Actual custody of the Government-owned server and Government-owned client licenses shall not be transferred to the contractor. No modification of the Government-owned server and Government-owned client licenses is authorized without the written permission of the Government. Government-owned server and Government-owned client licenses shall be used for NO other purpose than performance of this contract. The contractor shall be responsible for safeguarding all Government-furnished property provided for contractor use. At the end of each workday, Government-furnished equipment and material shall be secured in accordance with applicable procedures.

4.5.5 Subcontracts/Consultants:

Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expenses, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions Support contractor's knowledge of competition sensitive information, described in the paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Technology Transfer Programs or other research programs related to the scope and effect of paragraphs 2.1 and 2.2 of this solicitation.

5.0 Proposal Requirements

5.1 Proposal Format:

The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: the Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents:

Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission:

The due date for receipt of proposals for this solicitation is no later than 2:00 p.m. (Local Time) on 16 September 2005. Proposals can be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria:

A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. Regarding the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 and 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award:

The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this Order is on or around 17 October 2005 with an anticipated start date of 24 October 2005.

7.0 Submission of Questions:

Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments:

Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact:

The Point of Contact for this solicitation is Halyna Mudri, Contract Specialist, ONR 253, Phone 703-696-0469 and Email mudrih@onr.navy.mil.

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees, both in his
personal capacity and as an employee of _____ as follows:

BACKGROUND

The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
- ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
- iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.

The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files